

UNITED STATES GOVERNMENT

# Memorandum

TO : Director of Logistics

DATE: -5 JUN 1963

FROM : Chief, Transportation Division/OL

SUBJECT: Monthly Activity Report (May)

## 1. PROJECTS AND STUDIES IN PROCESS

### a. Emergency Relocation Plan

The revised Emergency Relocation Plan for the Transportation Division was approved and distributed to Chief, Administrative Staff/OL, Planning Staff/OL, and all Transportation Division elements.

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### d. Automatic Data Processing for Cargo Cost Information

The Transportation Division is developing a method by which automatic data processing equipment can be utilized to provide transportation cost estimate information in connection with cargo shipments. It is anticipated that this will provide an improved management tool for the Area Divisions and Operating Offices to review transportation costs,

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h. Orientation and Briefing of Personnel

[REDACTED], GS-07, Logistics Trainee, was provided with orientation and on-the-job training in Division functions during the period 14 - 31 May.

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i. Assignment of Personnel

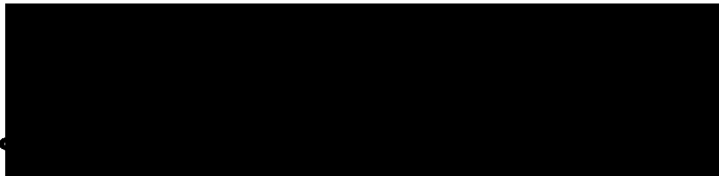
[REDACTED] GS-11, reported for duty on 14 May and was assigned to the Planning and Control Staff.

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3. SPECIAL PROBLEMS

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None



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